

LIBBY #2

**MEMORANDUM**

To: Johanna Miller, Due Nguyen  
From: Bill Brattin  
Subject: Review Comments on Sample Recording Form  
Date: 11/16/01

Johanna and Due:

I have reviewed the draft Sample Recording Form you sent me by fax today, and I have a number of suggestions for your consideration. I suggest we get together to review these in person, but I list the main comments below in case that is not possible.

1. It appears this form is going to be applied both to residences and to commercial/industrial locations. This complicates the form since a number of questions are only applicable to one case or the other. I suggest you have one form for residences, another for non-residences.

2. In the section entitled "Location", there is a subheading called "General Description". It appears that you envision that this will be filled in a free form format and may include a variety of alternative information items. I recommend that you decide what specific items you want to know about the structure, list each of those, and offer as many default choices as possible. For example:

Number of stories above ground	1	2	3
Basement	Yes	No	
Garage	None	Attached	Separate
Year of construction	_____		
Construction material	Wood frame		
	Masonry/stone		
	Straw and Mud		

Size (square feet) \_\_\_\_\_

Heating

Forced air

Wood/coal

Nuclear

etc

Free form entry is very likely to omit data you want to collect, or to provide it in a format you will have trouble using. A database user will have a very hard time if the data is entered as "Two level, part wood, some brick, built about mid 60's..."

3. In section 2 (Owner/Rentor Information), the third question asks "Has the ..landowner(s) actively participated in a for-profit enterprise of distributing...vermiculite". The scope of the question is unclear to me. Are you asking about the activities which occurred at the property (unlikely to be relevant for a residence), or the activities of the person residing at the residence?

4. The fifth question in the same section asks "When was it built or remodeled?". First, what is "it"? The home? If so, you have already asked for the year of construction? Second, never ask a compound question. If the answer is 1967, is that the year it was built, or the year it was remodeled? Split the question into parts, and clarify the intent.

5. The last question "Are there any living/working areas where vermiculite is openly exposed..." is free-form (very hard to record and recover data), is compound, and is unclear how to answer if there is vermiculite in a crawl space, an attic, etc. I suggest something like this:

Identify areas where vermiculite is openly exposed and could be contacted directly (circle all that apply):

Attic   Crawl Space   Basement   Other: \_\_\_\_\_

6. In section 3, the first item asks for the volume or surface area of insulation. First, this is compound...which do you want...volume or surface area? Second, does this refer just to open vermiculite or to vermiculite in enclosed spaces? If the latter, is the homeowner expected to calculate the volume of all insulated wall spaces? Be clearer on what is needed here.

7. In section 3 you also ask for volume or area (which??) and for the matrix type (soil, mine waste, fill) of "visible vermiculite" in a number of different locations. This question needs to be separated into parts, the units of the answer clarified, as many default choices supplied as possible, etc.

8. The next two questions ask about "physical damage" and "water damage". To what. What type of answer do you want? Yes/No? 27 sq feet? etc. The purpose needs to be clarified.

9. The next question asks about "degree of accessibility to the asbestos containing material" First, how do you want "degree of accessibility" specified? hard/easy? Second, what if there is more than 1 area and the answer is different for each? Third, the degree of accessibility is not what we really are interested in...it is the frequency and extent of actual contact (regardless of whether it is easy or not). I suggest the following:

For each area where direct contact with vermiculite or other asbestos-containing material is possible, describe the ease, frequency, duration, and degree of contact, using the following codes:

Ease of Contact

D = difficult

E = easy

Frequency of contact

D = about once per day

W = about once per week

M = about once per month

Y = about once per year

L = Less than about once per year

Duration of contact (per event)

1 = up to 1 hour

2 = 1-2 hours

4 = 2-4 hours

M = more than 4 hours

Extent of contact

H = heavy (extensive contact, substantial dust generation)

M = Moderate (some contact, some dust)

L = hght (limited contact, limited dust generation)

Area	Ease	Frequency	Duration	Extent